

**PADDOCKWOOD TOWN COUNCIL**  
**The Podmore Building, St Andrews Field, St Andrews Road**  
**Paddock Wood, Kent, TN12 6HT**  
**Telephone: 01892 837373**  
**[www.paddockwoodtc.kentparishes.gov.uk](http://www.paddockwoodtc.kentparishes.gov.uk)**

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**NOTICE OF A MEETING OF PADDOCK WOOD TOWN COUNCIL TO BE HELD VIRTUALLY**  
**VIA ZOOM ON Monday 17<sup>th</sup> August 2020, AT 7.30 PM**

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Join Zoom Meeting

<https://zoom.us/j/99270314030?pwd=YnB3TFI2VVN6QWY1T2dHZ09DUC9HQT09>

Meeting ID: 992 7031 4030 Passcode: 426001

One tap mobile: +442034815237,,99270314030#,,,,,0#,,426001# United Kingdom  
+442034815240,,99270314030#,,,,,0#,,426001# United Kingdom

(The meeting will be recorded for the purposes of taking the minutes. The recording will be deleted once the minutes of the meeting have been approved.)

**QUESTIONS FROM RESIDENTS (15 minutes)**

If any resident wishes to ask a question of the council, please submit it to the Clerk two working days before the meeting.

**APOLOGIES**

**C36 DECLARATIONS OF INTEREST**

**C37 MINUTES OF THE PREVIOUS MEETINGS**

To APPROVE the minutes of the meetings held on

- a) 20<sup>th</sup> July 2020
- b) 28<sup>th</sup> July 2020
- c) To note the minutes of the meeting of the Planning & Environment Committee held on 20<sup>th</sup> July 2020 & 3<sup>rd</sup> August 2020.
- d) To note the minutes of the PPP Committee meeting held on the 10<sup>th</sup> August 2020

**C38 MATTERS ARISING FROM THE PREVIOUS MINUTES**

- a) KCC have advised that Commercial Road, Paddock Wood is one of the locations which is included within the Tranche 1 funding for a temporary one way system. This will consist of installation of a one way system and footway widening. A start of works notice will be issued the week before works are due to start on site, most likely in late August. All schemes in the Tranche 1 list will be installed as trials with temporary features so that they can be easily amended or removed if required during the trial period. If successful and well received it is hoped that many of the trials can be made permanent.

**C39 CONSULTATION ON CODE OF CONDUCT**

To agree the draft response. Attached

**C40 COMMUNITY CENTRE**

- a) Cllr Hamilton has put forward the following motion, Cllr Atkins has seconded the motion:  
*Paddock Wood Town Council reviews the site options for the Community Centre, with the people of Paddock Wood and as part of the Neighbour Plan, with a particular focus on the existing Putlands site as shown for community use in its deeds.*

- b) The section 106 funding which was being held by TWBC for the Mascalls Court Farm site has been released to the Town Council. The sum of £384,750.00 plus a further £9709.78 for indexation was transferred to the council's account last week.
- c) The minutes of the meeting held on 1<sup>st</sup> & 16<sup>th</sup> July 2020 are attached for members information.
- d) A press release announcing Baxalls as the successful contractor for the Pre contract stage for the community centre was issued on 7<sup>th</sup> August 2020.

#### **C41 SOUTHERN WATER**

- a) To receive an update on the recent meeting with Southern Water and Greg Clark MP.
- b) Foal Hurst Wood – a letter has been sent to Southern Water expressing members concern about using the Foal Hurst Wood Car Park for a pumping station. Alternative locations have been put forward, but members are asked to consider whether they wish to refuse permission for the car park to be used. Southern Water are a statutory utility company. If permission is refused, they will have to demonstrate they have considered alternative locations before they can use council land. TWBC will have to give planning permission for the pumping station to be built and will have to de-declare the Local Nature Reserve. (whether this is for the whole LNR or just the area required is unclear)

#### **C42 CARNIVAL & FAIR**

Paddock Wood and District Lions have confirmed they will not be holding the carnival this autumn as they had hoped.

However, Shaws Fun Fair are seeking permission to bring a small fair to St Andrews Field on the 10<sup>th</sup>, 11<sup>th</sup> 12<sup>th</sup> September 2020. They would arrive on the 6<sup>th</sup> September and depart on the 13<sup>th</sup> September.

They would be responsible for following the government's Covid 19 guidelines.

*Members views are sought.*

#### **C43 FINANCE**

- a) To APPROVE the payments lists vouchers (if members have any queries regarding the payments list would they please contact the clerk prior to the meeting)
- b) To note the receipts
- c) Grants – the town council made a grant of £500 to Paddock Wood and District Lions towards the costs of the Carnival. Now that it is no longer going ahead members are asked to consider whether the grant should be returned or retained by Lions. The Lions have advised that they are setting up of a project to determine the future direction of the club, with an emphasis on increasing membership thus enabling them to carry out a wider spread of community support activities post pandemic. They have asked if they may use £250 of the grant to pay for an improved website and publicity material.

#### **C44 NEIGHBOURHOOD PLAN**

- a) The NP group had met with the new consultant to discuss the re-launch of the project.
- b) The group have been awarded a £10k grant from Locality, and two technical packages. One on master planning for the town centre and the other on design codes.

**C45 WEBSITE**

The new website is ready to go live and members will be advised as soon as the website company give the launch date.

**C46 INFORMATION UPDATE**

- a) Paddock Wood Community Advice Centre have written to notify the council that they have been given notice to leave their current premises. They are currently seeking an alternative.
- b) PCSO Ed Avann has notified the office that he will be leaving to become a police officer shortly. He will be replaced by PCSO Sam Bolton.

**C47 REPORTS FROM REPRESENTATIVES**

- (a) Chairman's meeting –.
- (b) Paddock Wood Business Association
- (c) Bereko Committee
- (d) KALC
- (e) Medway Valley Line
- (f) Hop Pickers Line
- (g) Youth Council
- (h) Putlands Leisure Centre Liaison meeting
- (i) Persimmon Liaison Meeting
- (j) Strategic sites meeting

**C48 DATE OF NEXT MEETING**

The next meeting will be held on Monday 21<sup>st</sup> September 2020



NICHOLA REAY  
Clerk to the Council  
11<sup>th</sup> August 2020

## About you

Your name \_\_\_\_\_

Are you...

- A councillor
- An officer
- Answering on behalf of a whole council (Please provide council name below)

- 
- Other (please specify below)

Please indicate your council type

- Community/Neighbourhood/Parish/Town
- District/Borough
- County
- Metropolitan/Unitary/London Borough
- Other (please specify below)

**Application of the Code** Under the Localism Act 2012, the Code of Conduct applies to councillors only when they are acting in their capacity as a member. The LGA believes that because councillors are elected by the public and widely recognised by the public, it makes sense for them to continue to model these behaviours when they are making public comment, are identifying as a councillor and when it would be reasonable for the public to identify them as acting or speaking as a councillor. The Committee on Standards in Public Life supported this approach in their report into Local Government Ethical Standards. Whilst the LGA is waiting for Government's response to these recommendations the option has been added in square brackets as it would need changes in legislation.

**Q1. To what extent do you support the proposal that councillors demonstrate the behaviours set out in the Code when they are publicly acting as, identifying as, and/or giving the impression that they are acting as a councillor, including when representing their council on official business and when using social media?**

- ☒ To a great extent
- ☐ To a moderate extent
- ☐ To a small extent
- ☐ Not at all
- ☐ Don't know/prefer not to say

**Q1a. If you would like to elaborate on your answer please do so here:**

The behaviours set out in the Model Code outline the minimum standard of expected behaviour and could be stronger in promoting the best standards of behaviour by councillors. Good behaviour must be more clearly defined. especially in relation to social media is concerned as councillors and officers currently find it difficult to define what is appropriate.

The concept of respect is poorly represented as civility. The Council is aware of the LGA's wider work on civility in public life, but feels that in this document there should be greater emphasis on respect. There is a difference between civility and respect and civility can be veiled and used to intimidate others, including fellow Councillors and Council Officers. There should be much clearer guidance on treating people with respect, bullying and harassment, intimidation and appropriate challenge is either incorporated into the Model Code or supplied as guidance in appendices to the Code.

**Q2. Is it sufficiently clear which parts of the Model Code are legal requirements, which are obligations, and which are guidance?**

- Yes
- **No** - this is not clear in the document and many Councillors do not understand and do not seek training. There is no current requirement for Councillors to receive training and this Council would welcome training in the new Code when introduced.  
We support the extension of interests to include relatives and close associates as a means of promoting good ethical standards.
- Don't know

**Q3. Do you prefer the use of the personal tense, as used in the Code, or would you prefer the passive tense?**

- **Personal tense ("I will")** as it encourages Councillors to take ownership of their actions
- Passive tense ("Councillors should")
- No preference

**Specific obligations** The Code lists 12 specific obligations – these set out a minimum standard councillors are asked to adhere to.

Each obligation or group of obligations is put into a wider context to explain why that particular obligation is important.

**Q4. To what extent do you support the 12 specific obligations?**

	To a great extent	To a moderate extent	To a small extent	Not at all	Don't know / Prefer not to say
1. Treating other councillors and members of the public with civility.	Yes				
2. Treating council employees, employees and representatives of partner organisations and those volunteering for the councils with civility and respecting the role that they play.	Yes				

3. Not bullying or harassing any person.	Yes				
4. Not compromising, or attempting to compromise, the impartiality of anyone who works for, or on behalf of, the council.	Yes				
5. Not disclosing information given to me in confidence or disclosing information acquired by me which I believe is of a confidential nature, unless I have received the consent of a person authorised to give it or I am required by law to do so.	Yes				
6. Not preventing anyone getting information that they are entitled to by law.	Yes				
7. Not bringing my role or council into disrepute.	Yes				
8. Not using, or attempting to use, my position improperly to the advantage or disadvantage of myself or anyone else.	Yes				
9. Not misusing council resources.	Yes				
10. Registering and declaring my interests.	Yes				
11. Not accepting significant gifts or hospitality from persons seeking to acquire, develop or do business with the council or from persons who may apply to the council for any permission, licence or other significant advantage.	Yes				
12. Registering with the monitoring officer any gift or hospitality with an estimated value of at least £25 within 28 days of its receipt.	Yes				

The Council feels that the Code does not go far enough in relation to respect and the section on confidentiality and access to information is limited. The document should clearly refer to all levels of council to ensure that all Councillors understand that this refers to them.

**Q5. If you would like to propose additional or alternative obligations, or would like to provide more comment on a specific obligation, please do so here:**

- Councillors should attend training
- Bullying & harassment should not refer only to protected characteristics, as it takes many forms and often relates to position: Councillors can see themselves in a higher position than officers and use bullying behaviour towards them.



- We would like to have seen something in this code about the 'double/triple' hatted Councillors and conflict of interest. Councillors who sit on more than one level of Council sometimes perceive themselves as more important than their Parish colleagues and use their position to bully local Councillors.
- We would like to see a commitment to working cooperatively and abiding by the decision of the Council rather than working to serve personal agendas, to prevent wasting Council time and resources
- A commitment to be an active Councillor rather than attending meetings and doing nothing in between

**Q6. Would you prefer to see the obligations as a long list followed by the guidance, or as it is set out in the current draft, with the guidance after each obligation?**

- As a list
- **Each specific obligation followed by its relevant guidance** although some of this guidance should be strengthened
- No preference

**Q7. To what extent to you think the concept of 'acting with civility' is sufficiently clear?**

- To a great extent
- To a moderate extent
- **To a small extent** - there is a lack of emphasis on respect between Councillors and between Councillors and Officers. The section on respect from the public cannot be tested by the Code, but there should be additional guidance on this.
- Not at all
- Don't know/prefer not to say

**Q7a. If you would like to suggest an alternative phrase that captures the same meaning, or would like to provide a comment on this concept, please do so here:**

The Council would like this statement to focus on respect and civility: Councillors should treat each other, Officers and the public with respect at all times, even when discussing contentious issues.

**Q8. To what extent do you think the concept of 'bringing the council into disrepute' is sufficiently clear?**

- o To a great extent
- o To a moderate extent
- o **To a small extent**
- o Not at all
- o Don't know/prefer not to say

**Q8a. If you would like to suggest an alternative phrase that captures the same meaning, or would like to provide a comment on this concept, please do so here:**

This needs to be strengthened in terms of the types of behaviours that might bring the Council into disrepute. It should include a wider list such as dishonesty, criminal activity and bullying & harassment. It should be made clear that the examples given are not exhaustive and the Council & Officers will decide on disreputable behaviour.

**Q9. To what extent do you support the definition of bullying and harassment used in the code in a local government context?**

- o To a great extent
- o To a moderate extent
- o **To a small extent** – this requires strengthening to include any adverse behaviour that is personal or relates to Council employees. Information about social media should also be included.
- o Not at all
- o Don't know/prefer not to say

**Q9a. If there are other definitions you would like to recommend, please provide them here.**  
This section should state that if an individual feels bullied it should be taken seriously.

**Q10. Is there sufficient reference to the use of social media?**

- o Yes
- o **No**
- o Don't know/prefer not to say

**Q10a. Should social media be covered in a separate code or integrated into the overall code of conduct?**

- o Separate code
- o **Integrated into the code**
- o Don't know/prefer not to say

**Q10b. If you would like to make any comments or suggestions in relation to how the use of social media is covered in the code please do so here:**

It should be included in all relevant sections – see above

There should be specific mention of using various aspects of Social Media such as E mail, Facebook, Twitter and Video conferencing formats in respect to the main headings, Civility, Bullying & Harassment, Impartiality of Officers of the council, Confidentiality and access to information, Disrepute and Your position.

There should be a separate heading concerning the misuse of Social Media and the discipline required when using these formats as a Councillor. Inappropriate e mails relating to a members personal circumstances, personal abuse or back ground should be called out and listed as in breach of the any of the above headings. These formats should be seen as an abuse of the Code of Conduct as the same as comments made at a Council meetings. The passing on of " Fake News" within a councillors role should also be seen as a breach of the Code of



Conduct. Any breaches of the Code of Conduct using these Social Media formats should carry the same penalties or sanctions when they are abused at Council meetings.

DRAFT

**Registration and declarations of interests** The law at present requires, as a minimum, registration and declaration of 'Disclosable Pecuniary Interests' - that is matters which directly relate to the councillor and their partner if applicable. The LGA is proposing that all councillors are required to declare interests where matters also relate to or affect other family members or associates. The LGA has broadened the requirement to declare interests beyond this current statutory minimum in line with a recommendation from the Committee on Standards in Public Life. These specific provisions are set out in **Appendix B** of the Code.

**Q11. To what extent do you support the code going beyond the current requirement to declare interests of the councillor and their partner?**

- To a great extent
- To a moderate extent
- To a small extent
- Not at all
- Don't know/prefer not to say

**Q11a. If you would like to elaborate on your answer please do so here:**

**Q12. Should the requirement to declare interests be in the main body of the code or in the appendix where the draft model code currently references it?**

- In the main body of the code – probity should be much clearer
- In the appendix
- Other (please specify below)
- Don't know/prefer not to say

**Q12a. If you would like to make any comments or suggestions in relation to how the requirement to declare interests is covered in the code please do so here:**

Councillors should declare when they are attending a meeting of a public group in their capacity as a Councillor and when they are not.

It is also suggested that more outside interests should be registered than is the current statutory minimum. These are set out in **Table 2 of the Appendix** and are designed to demonstrate to the community transparency about other bodies with which the councillor is engaged.

**Q13. To what extent do you support the inclusion of these additional categories for registration?**

	To a great extent	To a moderate extent	To a small extent	Not at all	Don't know/prefer not to say
Any organisation, association, society or party of which you are a member or in a position of general control or management and to which you are appointed or nominated by the council	Y				
Any organisation, association, society or party that exercises functions of a public nature of which you are a member or in a position of general control or management	Y				
Any organisation, association, society or party directed to charitable purposes	Y				
Any organisation, association, society or party of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)	Y				

**Q13a. If you would like to propose additional or alternative categories for registration, please provide them here:**

These aid transparency

**Q14. To what extent do you support the proposed requirement that councillors do not accept significant gifts as set out in Obligation 11?**

- To a great extent
- To a moderate extent
- To a small extent
- Not at all
- Don't know/prefer not to say

**Q14a. If you would like to elaborate on your answer please do so here:**

The public frequently accuse Councillors of inappropriately taking money/gifts/backhanders – this may improve social confidence

**Q15. The draft code proposes £25 as the threshold for registering gifts and hospitality. Is this an appropriate threshold?**

- Yes
- Yes, but the amount should be reviewed annually with the code's review
- No, it should be lower (please specify amount) \_\_\_\_\_
- No, it should be higher (please specify amount) \_\_\_\_\_
- Don't know/prefer not to say

**Q16. The LGA will be producing accompanying guidance to the code. Which of the following types of guidance would you find most useful? Please rank 1-5, with 1 being the most useful.**

- \_\_\_5\_\_\_ Regularly updated examples of case law
- \_\_\_1\_\_\_ Explanatory guidance on the code
- \_\_\_2\_\_\_ Case studies and examples of good practice
- \_\_\_3\_\_\_ Supplementary guidance that focuses on specific areas, e.g., social media
- \_\_\_4\_\_\_ Improvement support materials, such as training and e-learning packages

These are all important and useful

**Q16a. If you would like to suggest any other accompanying guidance please do so here:**

**Q17. If you would like to make any further comments about the code please do so here:**

The Council welcomes this national guidance but would like to see clarity that it relates to all Councils & levels and would like to see a Code which gives clear and unambiguous information about acceptable behaviours and use of social media.

There should be clarity around sanctions: currently sanctions for poor behaviour are limited to missing a few meetings or being told to change behaviour. Serious breaches of the Code, such as bullying & harassment should result in a Councillor being removed from office if proven, as this type of behaviour brings the Council into disrepute.

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**MINUTES OF A VIRTUAL MEETING OF THE COMMUNITY CENTRE BOARD held  
on Wednesday 1<sup>st</sup> July 2020 VIA ZOOM AT 6.30pm**

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PRESENT: Cllr M Flashman, in the Chair  
Cllrs Boyle C. Williams  
Borough Cllr C Mackonochie (Portfolio holder for Community & Welfare)  
Mrs N Reay (Town Clerk) Mr J White (Project Manager)  
Mrs D Haylett (TWBC Head of Facilities & Community Hubs)  
Mr Dan Deed, Technical Project Manager (Gen2)

CCB46      **MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting held on the 10<sup>th</sup> June 2020 were APPROVED.

CCB47      **MATTERS ARISING**

There were no matters arising.

CCB48      **PROCUREMENT PROCESS**

The tender evaluation had taken place & members will be updated on the following:  
DD advised that 4 tenders had been returned, and all were compliant bids.

The commercial elements of the responses were issued to the QS for review. The quality questions were forwarded to the evaluation team for review. The evaluation meeting had been held and moderated by the KCC Framework.

Where there were concerns, further questions had been sent for clarification. A decision would then be needed as to whether tender interviews were required once those responses had been received.

None of the tenders met the financial criteria, however all tenderers were aware they needed to work on the design to meet the criteria.  
One tenderer had put forward ideas for value engineering.

The cost to the pre-construction stage will be in the region of £230K which is what the council will be committed to in the first instance. Current funding available is the OPE funding of £70K, the first section 106 payment of £384 k which is currently held by TWBC plus the council's own allocated funds. There will be break clauses in the contract.

A planning application would be scheduled for October – November.

Further pre-application advice would be sought from the Borough Council.

A public consultation period was also allowed for in the schedule.

It was agreed that quality was a key factor for the development.  
Background checks has been carried out on all contractors. A sum had been allowed for a bond.

Once the final report is ready with the recommended contractor then it will be submitted to members for sign off.

It was agreed that an additional council meeting would be held on the 28<sup>th</sup> July 2020 for a decision.

It was agreed that most of the report should be anonymised and put in the public domain.

Members will receive copies of the exempt papers.

A board meeting would be held on the 16<sup>th</sup> July.

The board thanked members of the evaluation team for their work.

CCB49

**COVID 19 RISK REGISTER**

There were no amendments at present.

CCB50

**DATE OF NEXT MEETING**

The next meetings will be held on Wednesday 16<sup>th</sup> July & 5<sup>th</sup> August 2020

CHAIRMAN

**PADDOCK WOOD COMMUNITY CENTRE BOARD**  
c/o The Podmore Building, St Andrew's Road, Paddock Wood, TN12 6HT  
Telephone: 01892 837373  
[www.paddockwoodtc.kentparishes.gov.uk](http://www.paddockwoodtc.kentparishes.gov.uk)

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**MINUTES OF A VIRTUAL MEETING OF THE COMMUNITY CENTRE BOARD held  
on Wednesday 16<sup>th</sup> July 2020 VIA ZOOM AT 6.30pm**

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PRESENT: Cllr M Flashman, in the Chair  
Cllrs Boyle C. Williams  
Mrs N Reay (Town Clerk) Mr J White (Project Manager)  
Mrs D Haylett (TWBC Head of Facilities & Community Hubs)  
Mr Dan Deed, Technical Project Manager (Gen2)

CCB51: **PROCUREMENT**

The papers were not yet available as some responses were still awaited from the contractors. It was hoped to have it in the next few days.

The Technical PM gave a brief re-cap on the process.  
There were still concerns that one of the tenderers costs could increase, as there were several caveats to their tender.

The PM advised that once all the evaluation of the tenders had been completed the overall scores for the bidders were:

- |   |       |
|---|-------|
| 1 | 90%   |
| 2 | 84%   |
| 3 | 77.5% |
| 4 | 70%   |

The next phase of the project will firm up the designs and costs, with value engineering as required.

Members would be provided with a copy of the procurement report with a recommendation from the Board.

It was agreed that the technical project manager would give an overview on the tendering process.

The meeting would be held in open session so long as the contractors are anonymised. Due to commercial confidentiality, a redacted copy of the report would be made available and publicised.

The contractor would be announced following a 7- day cooling off period.

Kent Procurement Framework would notify the contractors.

The Clerk would seek advice from KALC to ensure the correct processes were followed.



The recommendation that the council enters a contract for Design and Build with the successful contractor, would be included on the agenda.

This would take the project to the end of RIBA 4.

CCB52

**FULL COUNCIL 20<sup>TH</sup> JULY 2020**

Board Members discussed & agreed the responses from the Friends of Memorial Field which had been submitted prior to the Full Council meeting due to be held on 20<sup>th</sup> July 2020.

CCB53

**DATE OF NEXT MEETING**

The next meeting will take place on 5<sup>th</sup> August 2020.

CHAIRMAN

## Paddock Wood Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
197 Contractors	02/07/2020		Current/Business Rese	047	Waste clearance	Elm Fencing	S	1,000.00	200.00	1,200.00
198 Salaries	28/06/2020		Wages Imprest	bacs	Wages - Office	PWTC Wages Imprest Acc	Z	4,219.37	0.00	4,219.37
199 Salaries	28/06/2020		Wages Imprest	bacshnrc	Tax NI Office	PWTC Wages Imprest Acc	Z	1,639.25	0.00	1,639.25
200 Salaries	28/06/2020		Wages Imprest	bacspen	Pension - office	PWTC Wages Imprest Acc	Z	512.37	0.00	512.37
201 Salaries	28/06/2020		Wages Imprest	bacs	Wages - Estates	PWTC Wages Imprest Acc	Z	4,679.56	0.00	4,679.56
202 Salaries	28/06/2020		Wages Imprest	bacshnrc	Tax NI Estates	PWTC Wages Imprest Acc	Z	1,987.65	0.00	1,987.65
203 Salaries	28/06/2020		Wages Imprest	bacspen	Pension - Estates	PWTC Wages Imprest Acc	Z	586.49	0.00	586.49
204 Wages - Watering	28/06/2020		Wages Imprest	bacs	Watering	PWTC Wages Imprest Acc	Z	274.20	0.00	274.20
205 wages St Andrews	28/06/2020		Wages Imprest	bacs	Wages St Andrews	PWTC Wages Imprest Acc	Z	97.03	0.00	97.03
206 Wages - memorial	28/06/2020		Wages Imprest	bacs	Wages - Memorial	PWTC Wages Imprest Acc	Z	97.03	0.00	97.03
207 Wages - Foal Hurst Wood	28/06/2020		Wages Imprest	bacs	Wages - FHW	PWTC Wages Imprest Acc	Z	89.81	0.00	89.81
208 Salary	28/06/2020		Wages Imprest	bacs	Wages NP	PWTC Wages Imprest Acc	Z	50.00	0.00	50.00
209 Salaries	28/06/2020		Wages Imprest	bacs	Wages - Cemetery	PWTC Wages Imprest Acc	Z	630.00	0.00	630.00
210 Salaries	28/06/2020		Wages Imprest	bacs	Wages - Day centre	PWTC Wages Imprest Acc	Z	103.35	0.00	103.35
211 Salaries	28/06/2020		Wages Imprest	bacshnrc	Tax NI - Day Centre	PWTC Wages Imprest Acc	Z	25.80	0.00	25.80
212 Salaries	28/05/2020		Wages Imprest	bacspen	Pension - Estates	PWTC Wages Imprest Acc	Z	273.69	0.00	273.69
213 Salaries	28/05/2020		Wages Imprest	bacspen	Pension - Estates	PWTC Wages Imprest Acc	Z	283.18	0.00	283.18
214 Salaries	28/05/2020		Wages Imprest	bacspen	Pension - office	PWTC Wages Imprest Acc	Z	512.37	0.00	512.37
215 Bank interest/fees	30/06/2020		Wages Imprest	bacs	Bank charges	Unity bank	Z	18.00	0.00	18.00
216 Postage and Stationery	31/07/2020		Current/Business Rese	056	stationery	Viking Direct	S	98.37	19.67	118.04
217 Postage and Stationery	31/07/2020		Current/Business Rese	056	stationery	Viking Direct	S	104.19	20.84	125.03
218 Electricity	31/07/2020		Current/Business Rese	057	Electricity supply street lights	Eon	S	141.44	28.29	169.73
219 Play areas	31/07/2020		Current/Business Rese	058	risk assessment	Capel Care	S	90.00	18.00	108.00
220 Podmore Building	31/07/2020		Current/Business Rese	059	Alarm battery	Spy alarms	S	38.00	7.60	45.60
221 materials (Estates)	31/07/2020		Current/Business Rese	060	Estates Materials	Jewson Ltd	S	25.02	5.00	30.02
222 materials (Estates)	31/07/2020		Current/Business Rese	060	Estates Materials	Jewson Ltd	S	92.32	18.46	110.78
223 materials (Estates)	31/07/2020		Current/Business Rese	061	Estates Materials	Paddock Wood Motorist centi	S	23.50	4.70	28.20
224 materials (Estates)	31/07/2020		Current/Business Rese	061	Estates Materials	Paddock Wood Motorist centi	S	31.25	6.25	37.50
225 materials (Estates)	31/07/2020		Current/Business Rese	061	Estates Materials	Paddock Wood Motorist centi	S	34.17	6.83	41.00
226 Vehicle Maintenance	31/07/2020		Current/Business Rese	062	Mower repairs	Kidmans	S	447.25	89.45	536.70
227 Vehicle Maintenance	31/07/2020		Current/Business Rese	062	Mower repairs	Kidmans	S	210.39	42.08	252.47
228 Green Lane ponds & spinney	31/07/2020		Current/Business Rese	063	fencing	Elm Fencing	S	3,085.00	617.00	3,702.00
229 Green Lane ponds & spinney	31/07/2020		Current/Business Rese	063	Anti ram bollards	Elm Fencing	S	2,670.00	534.00	3,204.00
230 Memorial Pitches and Paviloi	31/07/2020		Current/Business Rese	063	Anti ram bollards	Elm Fencing	S	890.00	178.00	1,068.00
231 St Andrews Field	31/07/2020		Current/Business Rese	063	Anti ram bollards	Elm Fencing	S	890.00	178.00	1,068.00
232 materials (Estates)	31/07/2020		Current/Business Rese	064	Top soil	Corker Outdoors	S	33.25	6.55	39.90

Paddock Wood Town Council  
PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
233 Elm Tree Pitches & Pavilion	31/07/2020		Current/Business Res	064	Ballast	Corker Outdoors	S	107.42	21.48	128.90
234 materials (Estates)	31/07/2020		Current/Business Res	064	Turf	Corker Outdoors	S	30.00	6.00	36.00
235 Elm Tree Pitches & Pavilion	31/07/2020		Current/Business Res	064	type 1 MOT	Corker Outdoors	S	115.00	23.00	138.00
236 Workshop	31/07/2020		Current/Business Res	066	Broadband line	British Telecommunications	L S	69.40	13.88	83.28
237 Workshop	31/07/2020		Current/Business Res	067	legal fees (General)	Invicta Law	S	480.00	96.00	576.00
238 Contractors	31/07/2020		Current/Business Res	068	Tree maintenance	Kent Gardening & Tree Surge	S	1,060.00	212.00	1,272.00
239 Consultants Fees	31/07/2020		Current/Business Res	069	Professional fees	Troy Planning	S	2,000.00	400.00	2,400.00
240 Subscriptions	31/07/2020		Current/Business Res	070	subscription	AffinIT	S	76.60	15.32	91.92
241 Green Lane Pavilion and Pitcl	31/07/2020		Current/Business Res	071	Water rates Green Lane	Business Stream	S	52.27	10.46	62.73
242 Office Equipment	31/07/2020		Current/Business Res	072	webcam	Amazon (C Reilly)	S	44.14	8.83	52.97
243 Estates Equipment	31/07/2020		Current/Business Res	072	PPE	Amazon (C Reilly)	S	28.32	5.66	33.98
244 Podmore Building	31/07/2020		Current/Business Res	072	light bulbs	Prime electrical group	S	45.75	9.15	54.90
245 General expenses	31/07/2020		Current/Business Res	073	hand gel	AMazon (N Reay)	S	64.17	12.83	77.00
246 General expenses	31/07/2020		Current/Business Res	073	signage	AMazon (N Reay)	S	3.71	0.74	4.45
247 General expenses	31/07/2020		Current/Business Res	073	Hand gel dispensers x 4	AMazon (N Reay)	S	207.37	41.48	248.85
248 General expenses	31/07/2020		Current/Business Res	073	subscription	zoom	S	9.99	2.00	11.99
Total								30,377.44	2,859.65	33,237.09

# Paddock Wood Town Council RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
82 Rents	02/06/2020		Current/Business Res	000195	Allotment Rents	Jeffery	Z	20.00	0.00	20.00
83 Rents	02/06/2020		Current/Business Res	000195	Allotment Rents	Parks	Z	5.00	0.00	5.00
84 Rents	02/06/2020		Current/Business Res	000195	Allotment Rents	Hyland	Z	10.00	0.00	10.00
85 Rents	02/06/2020		Current/Business Res	000195	Allotment Rents	Smith T	Z	10.00	0.00	10.00
86 Rents	02/06/2020		Current/Business Res	000195	Allotment Rents	Bowden C	Z	20.00	0.00	20.00
87 Rents	02/06/2020		Current/Business Res	000195	Allotment Rents	Hatcher E	Z	15.00	0.00	15.00
88 Rents	02/06/2020		Current/Business Res	000195	Allotment Rents	Cummins	Z	10.00	0.00	10.00
89 Rents	02/06/2020		Current/Business Res	000195	Allotment Rents	Walton	Z	10.00	0.00	10.00
90 Rents	02/06/2020		Current/Business Res	000195	Allotment Rents	Fidge	Z	10.00	0.00	10.00
91 Rents	02/06/2020		Current/Business Res	000195	Allotment Rents	Kelly	Z	10.00	0.00	10.00
92 Rents	02/06/2020		Current/Business Res	000195	Allotment Rents	Oxley	Z	20.00	0.00	20.00
93 Rents	02/06/2020		Current/Business Res	000195	Allotment Rents	Purton	Z	5.00	0.00	5.00
94 Rents	02/06/2020		Current/Business Res	000195	Allotment Rents	Blackford	Z	20.00	0.00	20.00
95 Rents	02/06/2020		Current/Business Res	000195	Allotment Rents	Blackford	Z	5.00	0.00	5.00
96 Rents	02/06/2020		Current/Business Res	000195	Allotment Rents	Ginger	Z	5.00	0.00	5.00
97 Rents	02/06/2020		Current/Business Res	000195	Allotment Rents	Hurford	Z	20.00	0.00	20.00
98 Rents	02/06/2020		Current/Business Res	000195	Allotment Rents	Gray	Z	20.00	0.00	20.00
99 Rents	02/06/2020		Current/Business Res	000195	Allotment Rents	Knight	Z	10.00	0.00	10.00
100 Rents	02/06/2020		Current/Business Res	000195	Allotment Rents	Fuller	Z	10.00	0.00	10.00
101 Rents	02/06/2020		Current/Business Res	000195	Allotment Rents	Beale	Z	5.00	0.00	5.00
102 Rents	02/06/2020		Current/Business Res	000195	Allotment Rents	Finn	Z	5.00	0.00	5.00
103 Rents	02/06/2020		Current/Business Res	000195	Allotment Rents	Fidge	Z	10.00	0.00	10.00
104 Rents	02/06/2020		Current/Business Res	000195	Allotment Rents	Wickens	Z	10.00	0.00	10.00
105 Rents	02/06/2020		Current/Business Res	000195	Allotment Rents	Timms	Z	20.00	0.00	20.00
106 Rents	02/06/2020		Current/Business Res	000195	Allotment Rents	Gurney C	Z	20.00	0.00	20.00
107 Rents	02/06/2020		Current/Business Res	000195	Allotment Rents	Gurney M	Z	10.00	0.00	10.00
108 Rents	02/06/2020		Current/Business Res	000195	Allotment Rents	Bwidani	Z	20.00	0.00	20.00
109 Rents	02/06/2020		Current/Business Res	000195	Allotment Rents	Ross	Z	20.00	0.00	20.00
110 Rents	02/06/2020		Current/Business Res	000195	Allotment Rents	Carried over from May	Z	20.00	0.00	20.00
111 Bank interest/fees	30/06/2020		Liquidity Account	baes	Bank charges	Unity bank	Z	311.17	0.00	311.17
<b>Total</b>								<b>686.17</b>	<b>0.00</b>	<b>686.17</b>